

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF TUBERCULOSIS
VICTOR CULLEN STATE HOSPITAL

3. Authorization Requested (Check only one of the squares below).

☒ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.												
1.	<p>ACCOUNTING RECORDS</p> <p>Quantity: 270 cubic feet Dates: 1908-1953 File Arrangement: Chronological Disposable Amount: 225 cubic feet Audit: State</p> <p>During the period 1908-1953 all tuberculosis hospital accounts were centralized at Victor Cullen Hospital. This function was transferred to the Bureau of Management, Division of Accounts, in 1953. At that time the audit was completed covering all records at the hospital and the active Journal and Ledger was transferred to the Division of Accounts. The permanent books of account - Ledgers, Journals, and Time Books - remaining at the hospital are to be retained permanently. The recommendation for this item applies only to the supporting documents which include the following:</p> <p style="text-align: center;">Comptroller of the Treasury</p> <p><u>Form No.</u></p> <table border="0"><tr><td>E-1-S</td><td>Distribution of Charges</td></tr><tr><td>E-1 and E-1/2</td><td>Transmittal</td></tr><tr><td>DD-1</td><td>Certificate of Deposit and Bank Deposit Slip</td></tr><tr><td>R-2 (formerly MR-2)</td><td>Monthly Report of State Funds Collected and Deposited</td></tr><tr><td></td><td>Distribution of Unexpended and Obligated Balances</td></tr><tr><td></td><td>Monthly Statement of Balances</td></tr></table>	E-1-S	Distribution of Charges	E-1 and E-1/2	Transmittal	DD-1	Certificate of Deposit and Bank Deposit Slip	R-2 (formerly MR-2)	Monthly Report of State Funds Collected and Deposited		Distribution of Unexpended and Obligated Balances		Monthly Statement of Balances	APPROVED HALL OF RECORDS COMMISSION
E-1-S	Distribution of Charges													
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	Monthly Statement of Balances													

7. Agency, Division or Bureau Representative

Clemens W. Gans
Signature

Chief Bus. Mgt.
Title

3/1/56
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/9/56
Date

Morris S. Radoff
Archivist

APR - 9 1956
Date

John C. ...
Secretary

IT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO.

234

PAGE
NO.

2.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)	Formerly BB-1 and BB-2
	Budget Schedule Amendment Sheet
B.P. Inv. R101	Report of Fixed Assets (annual)
B.P. Inv. R102	Report of Materials and Supplies (annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)
BB-40	Request for Position Action
Budget Form Nos. 1 thru 11	Budget Estimates Fiscal Year (13 pages including farm Statement)
PP 1-A	Power Plant Utility Report (monthly)
	Farm Report (annual)
	Farm Report (monthly)
	Food Report (monthly)
BP Inv. 1	Stores Record
BP Inv. 2	Equipment Record
BP Inv. 3	Motor Vehicle Record
	Memorandum of Adjustment

Others

Vendors Invoices
Bank Deposit Slips
Bank Statements
Bank Deposit Receipts
Canceled Checks
Check Stubs
Cash Books
Cash Receipts Books
Gasoline Record
Vouchers
Trial Balances

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
Date APR - 9 1956

[Signature]
Secretary

SCHEDULE FOR RECORDS RETENTION
(Continuation Sheet)SCHEDULE
NO.

234

PAGE
NO.

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4.
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N

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6 Recommendation of Hall of Records and Board of Public Works.

Certificates of Deposit**RECOMMENDATION: DESTROY ACCUMULATION**

2.

ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

APPROVED
HALL OF RECORDS COMMISSION

APR - 1954

KS

Secretary